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NOTICE
NO. [REDACTED]PERSONNEL
1954

DETAILED MILITARY PERSONNEL
PROMOTION OF ENLISTED PERSONNEL

1. This Notice is published for the information and guidance of all military personnel on active duty with this Agency. It contains the practices and procedures to be followed in the promotion of enlisted personnel while detailed to the Central Intelligence Agency.

2. The policies as published by the Armed Forces in their respective regulations will govern all promotion actions for military personnel detailed to this Agency. The regulations to be followed are: Army, Special Regulations 615-25-40 and 615-25-50; Air Force, Regulation 39-29; and Navy and Marine Corps, Nav Pers Manual.

3. Navy and Marine Corps enlisted personnel are excluded from these CIA procedures. Enlisted personnel from these services will be promoted by their parent services on the basis of seniority and qualifications tests.

4. The Chief, Military Personnel Division, Office of Personnel, CIA, and Senior Representatives, Chiefs of Mission, Chiefs of Station, and other principal officers subordinate directly to headquarters who administer military personnel within overseas areas will appoint an Enlisted Promotion Board consisting of at least three commissioned officers. It will be the duty of the Enlisted Promotion Board to select the best qualified individuals for promotion after confirmation of the eligibility of the personnel recommended.

5. The Departments of the Army and Air Force allot for each grade a promotion quota monthly and bimonthly, respectively, to the units assigned to the Central Intelligence Agency. Quotas assigned to units are based upon the number of eligible enlisted personnel in each grade. Proportionate shares of these quotas will be allocated by the Chief, Military Personnel Division to the Far Eastern Area, the Eastern European Area, and the Departmental Area. The Departmental Area will include headquarters, domestic field, and those overseas areas for which personnel records are administered by the Military Personnel Division, Office of Personnel. Allocation to each area will be based upon the number of enlisted personnel eligible for promotion in each grade.

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6. The Chief, Military Personnel Division, Office of Personnel, will maintain promotion eligibility rosters for all Army and Air Force enlisted personnel detailed to the Central Intelligence Agency. The Army roster will list by grade those Army enlisted men who meet the following minimum time-in-grade standards:

<u>For Promotion To</u>	<u>Minimum Time in Grade</u>
Private First Class (E-3)	4 months as Private (E-2)
Corporal (E-4)	6 months as Private First Class (E-3)
Sergeant (E-5)	8 months as Corporal (E-4)
Sergeant First Class (E-6)	10 months as Sergeant (E-5)
Master Sergeant (E-7)	12 months as Sergeant First Class (E-6)

The Air Force roster will list by grade those airmen who meet the following minimum time-in-grade standards and who have been given an Air Force Specialty designation corresponding to the grade for which they would otherwise be eligible:

<u>For Promotion To</u>	<u>Minimum Time in Grade</u>
Airman Second Class (E-3)	6 months as Airman Third Class (E-2)
Airman First Class (E-4)	8 months as Airman Second Class (E-3)
Staff Sergeant (E-5)	12 months as Airman First Class (E-4)
Technical Sergeant (E-6)	14 months as Staff Sergeant (E-5)
Master Sergeant (E-7)	16 months as Technical Sergeant (E-6)

7. Promotions will be processed in accordance with the following procedure:

a. Recommendations will be originated by the immediate supervisors of the enlisted personnel concerned. These recommendations will be submitted by supervisors to the CIA military units having administrative jurisdiction over the personnel recommended for promotion.

b. The military units having administrative jurisdiction will refer all recommendations for action to the appropriate Enlisted Promotion Board.

c. The Enlisted Promotion Board will confirm the eligibility of the personnel recommended and select those best qualified for promotion. Board selections will be made by considering the following factors which are listed in the order of their importance:

- (1) Manner of performance of assigned duties, based on recommendations submitted by immediate supervisors

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- (2) Seniority in grade
- (3) Seniority in the service
- (4) Seniority in the Central Intelligence Agency
- (5) Age

d. Enlisted Promotion Boards will transmit to the military units having administrative jurisdiction over the enlisted personnel concerned the names of those individuals selected for promotion.

e. The appropriate military unit, upon receipt of the selections made by the Board, will publish special orders authenticating promotions to be made.

8. All questions relating to promotions of enlisted personnel detailed to this Agency will be addressed to the Military Personnel Division, Office of Personnel.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/
L. K. WHITE
Deputy Director
(Administration)

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